

# SWPPP Template

## Instructions

To help you develop the narrative section of your construction site SWPPP, the City of Greenville has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit.

This template covers the SWPPP elements that the State of South Carolina Construction General Permit requires, however you must customize this template to **reflect the conditions at your project site**.

### Using the SWPPP Template

Each section of this template includes “instructions” (represented in green) and space for “project specific information” (represented in blue). You should read the instructions for each section as you provide the necessary information. After you have provided the information for that section you must delete the applicable instructions. Instructional information should not be included with your final submitted plan.

This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

### Tips for completing the SWPPP template

- *If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.*
- *Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.*
- *Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding references to actual permit citations in the SWPPP when you address a specific permit requirement. Keep the project information clear, concise, and specific to the job so that all involved with this permit can easily understand what is required.*

# Storm Water Pollution Prevention Plan

## For Construction Activities:

### Project/Site Name:

Insert Company or Organization Name

### Primary Permittee:

Insert Company or Organization Name

### Project Address/Location:

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

### Permittee/Owner Contact:

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

### SWPPP Preparer:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

### Day-to-Day Operator:

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

### C-SWPPP Preparation Date:

\_\_\_/\_\_\_/\_\_\_

*Estimated Project Dates:*

Project Start Date: \_\_\_/\_\_\_/\_\_\_

Project Completion Date: \_\_\_/\_\_\_/\_\_\_

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## SECTION 1: PERMIT COVERAGE AND ELIGIBILITY

The Construction General Permit (CGP) authorizes storm water discharges from large and small construction activities where those discharges enter Surface Waters of the State or a Municipal Separate Storm Sewer System (MS4) leading to Surface Waters of the State subject to the conditions of the SC NPDES # SCR100000. The effective dates of this CGP are January 1, 2013 thru December 31, 2017, and cover all areas of South Carolina including Indian lands. This 2012 CGP authorizes storm water discharges from any other construction activity designated by SCDHEC where SCDHEC makes that designation based on the potential for contribution to a violation of water quality standards or for significant contribution of pollutants to Surface Waters of the State. This CGP includes provisions for the development of this Storm Water Pollution Prevention Plan (SWPPP) to maximize the potential benefits of pollution prevention and sediment and erosion control measures at a construction site.

CGP eligibility is limited to discharges from “large” and “small” construction activity as defined in Appendix A of the SC NPDES # SCR100000. A copy of SCR100000 is included in Appendix I of this document. The permittee has requested coverage under this CGP by submission of a complete and accurate Notice of Intent (NOI). A copy of the NOI submittal is included in Appendix A of this document. A map detailing the limits of disturbance, for the disturbed area indicated on the NOI, and covered under this CGP, is included in Appendix J. The permittee is granted coverage under this CGP when they have received a Letter of Coverage (LOC) from SC DHEC. A copy of the LOC is included in Appendix A.

### Instructions:

### DO NOT INCLUDE !

- In this section you can gather some basic site information that will be helpful to you later when you file the NOI for permit coverage. Please note that this SWPPP should be completed before submitting the NOI.
- Include a map delineating the area of disturbance in Appendix J. Please note that this area must equal the area indicated on the NOI.

### 1.1 Project/Site Information

Project/Site Name: \_\_\_\_\_

Project Street/Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Latitude/Longitude (Use **one** of three possible formats, and specify method)

Latitude:

Longitude:

\_\_° \_\_' \_\_" N (degrees, minutes, seconds)

\_\_° \_\_' \_\_" W (degrees, minutes, seconds)

## 1.2 Additional Permitting Requirements

**Instructions:**

**DO NOT INCLUDE !**

- In certain cases, where the project is adjacent to wetlands or water bodies, a 404 permit may be necessary and is required to be referenced here.
- In certain cases, other SC DHEC permit(s) may be necessary and are required to be referenced here.
- Special conditions of any other permit should be included in this plan.
- Include copies of the permit(s) and the associated special conditions in Appendix A.

[ INSERT TEXT HERE ]

The special conditions/requirements of the above referenced permit(s) have been included into this plan. A copy of the referenced permit(s) is included in Appendix A.

## SECTION 2: CERTIFICATION REQUIREMENTS

All permittees and operators are required to sign a SWPPP certification as a condition of this CGP. The SWPPP certifications are required to follow the requirements outlined in SCR100000, sect. 2.2. No permittee or operator shall commence work on this project site until they have familiarized themselves with this plan and signed the appropriate SWPPP certification. The following signed SWPPP certifications are included in Appendix B:

- Preparer
- Permittee and Co-Permittee
- Operator/Contractor
- Inspector

### 2.1 Contact Information/Responsible Parties

#### **Primary Permittee(s) :-**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email (Optional)

Insert area of control (if more than one operator at site)

Repeat as necessary

**Operator(s)/Contractor(s) -**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email (Optional)

Repeat as necessary

**Inspector -**

Insert Name

Insert Company or Organization Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email (Optional)

Repeat as necessary

**SWPPP Preparer -**

Insert Name

Insert Company or Organization Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email (Optional)

**Emergency 24 hour contact -**

Insert Name

Insert Telephone Number



## SECTION 3: PRE-CONSTRUCTION MEETING

An on-site pre-construction meeting is required as a condition of this CGP. The pre-construction meeting is to follow the requirements outlined in SCR100000, section 4.1. All permittees/operators working on the project site are required to attend this meeting where this plan is to be thoroughly reviewed. Meeting minutes are required to be taken that identify the topics covered and the participants in attendance. City of Greenville Construction Inspection (864-467-8890) is required to be notified 72 hours prior to the scheduled time of this meeting. The pre-construction meeting agenda, list of attendees, and minutes are included in Appendix C.

## SECTION 4: POLLUTION PREVENTION PLAN

### 4.1 Nature and Sequence of Construction Activity

#### Function of the construction activity -

- ☐ Residential      ☐ Commercial      ☐ Industrial      ☐ Road Construction  
☐ Linear Utility      ☐ Other (specify): \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Project Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

- Briefly describe the nature of the construction activity and approximate timeframes (one or more paragraphs, depending on the nature and complexity of the project).

[ INSERT TEXT HERE ]

### 4.2 Soils, Slopes, Vegetation, and Current Drainage Patterns

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- Include information, if available, on known flooding problems on the project site.
- This information should be referenced and included on your site maps in Appendix D.

#### Soil type(s) -

[ INSERT TEXT HERE ]

#### Slopes - (describe current slopes and note any changes due to grading or fill activities)

[ INSERT TEXT HERE ]

#### Drainage Patterns - (describe current drainage patterns and note any changes due to grading or fill activities)

[ INSERT TEXT HERE ]

#### Vegetation -

[ INSERT TEXT HERE ]

Other -

[ INSERT TEXT HERE ]

#### 4.3 Construction Site Estimates

**Instructions:** **DO NOT INCLUDE !**

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.

The following are estimates of the construction site -

Area to be disturbed acres

Total Project Area acres

Percentage impervious area before construction %

Runoff coefficient before construction

Percentage impervious area after construction %

Runoff coefficient after construction

#### 4.4 Receiving Waters and TMDL Applicability

**Instructions:** **DO NOT INCLUDE !**

- List the waterbody(s) that would receive storm water from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible.
- Include information, if available, on known flooding problems on the project site.
- Note any required stream crossings, if applicable.
- List the storm sewer system or drainage system that storm water from your site could discharge to and the water body(s) that it ultimately discharges to.
- If any of the water bodies above are impaired and/or subject to TMDL's, please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.

Description of receiving waters -

[ INSERT TEXT HERE ]

Description of receiving storm sewer systems -

[ INSERT TEXT HERE ]

**Description of impaired waters or waters subject to TMDL's -**

[ INSERT TEXT HERE ]

**4.5 Site Features and Sensitive Areas to be Protected**

**Instructions: DO NOT INCLUDE !**

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erosive soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps in Appendix D.

**Description of special protection and sensitive areas -**

[ INSERT TEXT HERE ]

**4.6 Potential Sources of Pollution**

**Instructions: DO NOT INCLUDE !**

- Identify and list all potential sources of sediment from construction materials and activities which may reasonably be expected to affect the quality of storm water discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, from construction materials and activities which may reasonably be expected to affect the quality of storm water discharges from the construction site.

**Potential sources of sediment pollution to storm water runoff -**

[ INSERT TEXT HERE ]

**Other potential pollutant sources to storm water runoff -**

[ INSERT TEXT HERE ]

## 4.7 Plans and Maps

**Instructions:** **DO NOT INCLUDE !**

- Attach at least two site maps. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or the major phases of development, for more complicated sites.

These maps should include -

- ☐ Direction(s) of storm water flow and approximate slopes before and after major grading activities.
  - ☐ Areas and timing of soil disturbance including areas that will not be disturbed.
  - ☐ Natural features to be preserved.
  - ☐ Locations of major structural and non-structural BMPs identified in the SWPPP.
  - ☐ Locations and timing of stabilization measures.
  - ☐ Locations of off-site material, waste, borrow, or equipment storage areas.
  - ☐ Locations of all Waters of the State, including wetlands.
  - ☐ Locations where storm water discharges to surface water.
  - ☐ Locations of storm drain inlets.
  - ☐ Areas where final stabilization has been accomplished.
- Include all site maps in Appendix J.

Plans and maps included -

INSERT TEXT HERE

The above listed plans and maps are included in Appendix J.

## 4.8 Controls to Reduce Pollution from the Construction Site

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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- You must select, install, implement and maintain BMPs at your construction Site that minimizes pollutants in the discharge as necessary to meet applicable water quality standards. In general your SWPPP developed, implemented, and updated consistent with Part 3.0 is considered as stringent as necessary to ensure that your discharges do not cause or contribute to a violation of any applicable water quality standard.
- Describe the BMPs that will be implemented to control identified and possible pollutants in storm water discharges.

For each major activity identified (phase of construction) -

- ☐ Clearly describe appropriate control measures.
- ☐ Describe the general sequence during the construction process in which the measures will be implemented.
- ☐ Describe the maintenance and inspection procedures that will be undertaken for that specific BMP.
- ☐ Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
- ☐ Identify parties responsible for maintaining BMPs.
- ☐ If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.
- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
  - ☐ Minimize disturbed area and protect natural features and soil.
  - ☐ Phase of construction activity.
  - ☐ Control storm water flowing onto and through the project.
  - ☐ Stabilize soils.
  - ☐ Protect slopes.
  - ☐ Protect storm drain inlets.
  - ☐ Establish perimeter controls and sediment barriers.
  - ☐ Retain sediment on-site and control dewatering practices.
  - ☐ Establish stabilized construction exits.
  - ☐ Any additional BMPs.
- The following definitions apply when describing BMPs:
  - Installation Schedule - When this BMP should be installed and functional. This can refer to the particular phase of construction or before certain construction activities begin. Please note any site conditions that are required prior to this BMP being placed into operation.
  - Maintenance and Inspection - Defines what is required to be inspected and when maintenance should be done on this BMP.

Responsible Party – Defines the party who is responsible for the maintenance of this BMP.

- Note the location of each BMP on your site plan(s) and/or map(s).
- Any structural BMPs should have design specifications and details referenced and attached in Appendix D.

## 1. Minimize Disturbed Area, Protect Natural Features, and Soil:

**Instructions:** **DO NOT INCLUDE !**

- Describe the areas that will be disturbed with each phase of construction and the methods (signs, fences, etc.) that you will use to protect those areas that should not be disturbed.
- Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved.
- Include these areas and associated BMPs on your site map(s) also.
- Include inspection and maintenance schedules as appropriate and parties responsible for maintenance.

[ INSERT TEXT HERE ]

## 2. Phased Construction Activity

**Instructions:** **DO NOT INCLUDE !**

- Describe the intended construction sequencing and timing of major activities, including grading activities, road and utility installation, and building phases.
- It may be useful to develop a separate, detailed site map for each phase of construction.
- Construction records shall be kept in Appendix D. A sample construction activity and control installation log is required to be submitted.

[ INPUT PHASE DESIGNATION ]

- ☐ Describe the phase.
- ☐ Duration of the phase (start date, end date).
- ☐ List BMPs associated with this phase.
- ☐ Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization).

Repeat as necessary for each phase

The current construction schedule, construction activity and control installation logs are retained in Appendix D.

### 3. Control Storm Water Flowing Onto and Through the Project:

**Instructions:** DO NOT INCLUDE !

- Describe structural practices (i.e., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 4. Stabilize Soils:

**Instructions:** DO NOT INCLUDE !

- Describe controls (i.e., temporary seeding with native vegetation, hydroseeding, etc.) to stabilize exposed soils where construction activities have temporarily or permanently ceased.
- Also describe measures to control dust generation.
- Use of impervious surfaces for stabilization should be avoided whenever possible.

BMP Description: [ INSERT TEXT HERE ]

☐ Permanent

☐ Temporary

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 5. Protect Slopes:

**Instructions:** DO NOT INCLUDE !

- Describe controls (i.e., erosion control blankets, tackifiers, etc.) including design specifications and details that will be implemented to protect all slopes.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary



## 6. Protect Storm Drain Inlets:

**Instructions:** DO NOT INCLUDE !

- Describe controls (i.e., inserts, rock-filled bags, or block and gravel, etc.) including design specifications and details that will be implemented to protect all inlets receiving storm water from the project during the entire duration of the project.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

## 7. Establish perimeter controls and sediment barriers:

**Instructions:** DO NOT INCLUDE !

- Describe structural practices (i.e., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

## 8. Retain Sediment On-Site and Control Dewatering Practices:

**Instructions:** DO NOT INCLUDE !

- Describe sediment control practices (i.e., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site.
- Describe dewatering practices that will be implemented if water must be removed from an area so that construction activity can continue.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

## 9. Establish Stabilized Construction Exits:

**Instructions:** DO NOT INCLUDE !

- Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (i.e., vehicle tracking), and stabilization practices (i.e., stone pads and/or wash racks) to minimize off-site vehicle tracking of sediments and discharges to storm water.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

## 10. Additional BMPs:

**Instructions:** DO NOT INCLUDE !

- Describe additional BMPs that may not fit into the above categories.

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

## 4.9 Good Housekeeping BMPs

**Instructions:** **DO NOT INCLUDE !**

- Describe the key good housekeeping and pollution prevention measures that will be implemented to control pollutants in storm water.
- Categorize each good housekeeping and pollution prevention BMP under one of the following 5 categories:
  - ☐ Material handling and waste management.
  - ☐ Establish proper building material staging areas.
  - ☐ Designate washout areas.
  - ☐ Establish proper equipment/vehicle fueling and maintenance practices.
  - ☐ Ongoing training and plan reviews.
  - ☐ Any additional BMPs.

### 1. Material Handling and Waste Management:

**Instructions:** **DO NOT INCLUDE !**

- Describe measures (i.e., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to waters of the U.S., except as authorized by a permit issued under section 404 of the CWA.

Description of waste materials stored on site: [ INSERT TEXT HERE ]

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 2. Establish Proper Building Material Staging Areas:

**Instructions:** **DO NOT INCLUDE !**

- Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to storm water.

Description of building materials stored on site: [ INSERT TEXT HERE ]

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 3. Designate Washout Areas:

**Instructions:** DO NOT INCLUDE !

- Describe location(s) and controls to minimize the potential for storm water pollution from washout areas for concrete mixers, paint, stucco, etc.

Describe type of washout area on site: [ INSERT TEXT HERE ]

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 4. Establish proper equipment/vehicle fueling and maintenance practices:

**Instructions:** DO NOT INCLUDE !

- Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to storm water (e.g., secondary containment, drip pans, spill kits, etc.).

Description of vehicle area on site: [ INSERT TEXT HERE ]

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

### 5. Ongoing Training and Plan Reviews:

**Instructions:** DO NOT INCLUDE !

- Training all responsible parties is a very effective BMP. As with the other steps you take to prevent storm water problems at your site, you should document the training that you conduct for your staff, for those with specific storm water responsibilities (e.g. installing, inspecting, and maintaining BMPs), and for subcontractors.
- Include a schedule of when training will occur during the course of the project.
- General storm water and BMP awareness training (monthly or quarterly).
- Detail training for parties with specific storm water responsibilities (weekly or monthly).

- Include a review of BMP inspection and maintenance activities.
- Include reviews of SWPPP updates.
- Document training dates, number of attendees, subjects covered, and length of training.

**Scheduled training -**

[ INSERT TEXT HERE ]

**Training subjects and materials -**

[ INSERT TEXT HERE ]

**Parties required to attend training -**

[ INSERT TEXT HERE ]

**Training documentation requirements -**

[ INSERT TEXT HERE ]

**Individual(s) responsible for training -**

[ INSERT TEXT HERE ]

**6. Any Additional BMPs:**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

- Describe any additional BMPs that don't fit into the above categories. Indicate the problem they are intended to address.

Description: [ INSERT TEXT HERE ]

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

Repeat as necessary

#### 4.10 Allowable Non-Storm Water Discharge Management

The following non-storm water discharges are allowable provided the non-storm water component of the discharge is in compliance with SCR100000, part 3.2.11 (Management of Non-Storm Water Discharges). The following is a list of allowable non-storm water discharges and the control measures used to eliminate or reduce them and to prevent them from becoming a pollutant source.

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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- Identify all allowable sources of non-storm water discharges (except flows from firefighting activities) that are not identified above.
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.

**1. Fire hydrant flushing:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**2. Water used to wash vehicles where detergents are not used:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**3. Water used to control dust in accordance with SCR100000, part 3.2.2:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**4. Potable water discharges, including uncontaminated water line flushing:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**5. Routine external building wash down that does not use detergents:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**6. Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**7. Discharge of uncontaminated air conditioning or compressor condensate:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**8. Discharge of uncontaminated ground water or spring water:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**9. Foundation or footing drains where flows are not contaminated with process materials such as solvents:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]

**10. Discharge of uncontaminated excavation dewatering:**

☐ Not allowed

☐ Allowed: (see below)

BMP Description: [ INSERT TEXT HERE ]

Installation Schedule: [ INSERT TEXT HERE ]

Inspection and Maintenance: [ INSERT TEXT HERE ]

Responsible Party: [ INSERT TEXT HERE ]



## 4.11 Maintenance of Controls

**Instructions:** **DO NOT INCLUDE !**

- Summarize the general routine maintenance of structural and non-structural BMPs. Include schedules (daily, weekly, etc.) as well as the parties responsible.
- Specific maintenance procedures for the specific BMPs should be included in sections 4.8, 4.9, and 4.10.
- Specify the maximum duration of time that maintenance must occur in once an inspection indicates the need for maintenance of this BMP.

### Maintenance Procedures -

[ INSERT TEXT HERE ]

**Instructions:** **DO NOT INCLUDE !**

- Specify how maintenance activities shall be documented and where these records shall be retained.
- Maintenance records shall describe repair, replacement, and maintenance of BMPs undertaken based on the inspections and maintenance procedures described above and the individual requirements of the BMPs. Actions related to the findings of inspections should reference the specific inspection report. Records should describe actions taken, dates completed, and note the party that completed the work.
- Maintenance records shall be kept in Appendix F. A sample maintenance log and report is required to be submitted.

### Maintenance Record Keeping -

[ INSERT TEXT HERE ]

The maintenance log and records are retained in Appendix F.

## 4.12 Final Stabilization

**Instructions:** **DO NOT INCLUDE !**

- Describe procedures for final stabilization and when temporary controls shall be removed.
- If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. This CGP will allow you to then discontinue inspection activities in these areas.
- Update your site plans, in Appendix D to indicate areas that have achieved final stabilization.

[ INSERT TEXT HERE ]

## SECTION 5: INSPECTIONS

### 5.1 Inspections

**Instructions:** **DO NOT INCLUDE !**

- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.

Inspection Schedule -

[ INSERT TEXT HERE ]

**Instructions:** **DO NOT INCLUDE !**

- Identify the individual(s) responsible for conducting inspections and their required qualifications.

Inspection Personnel -

[ INSERT TEXT HERE ]

**Instructions:** **DO NOT INCLUDE !**

- Summarize the general inspection routine of structural and non-structural BMPs for the project site.
- Inspection details for specific BMPs should be included in sections 4.8, 4.9, and 4.10.
- Describe the general procedures for correcting problems (maintenance and plan revisions) when they are identified.

Inspection Procedures -

[ INSERT TEXT HERE ]

**Instructions:** **DO NOT INCLUDE !**

- Specify how inspection activities shall be documented and where these records shall be retained.
- Inspection records shall describe current conditions, repair or replacement requirements based on the inspection procedures described above and the individual requirements of the BMPs. Recommended actions related to the findings of inspections should be stated.
- Identification of areas that have been temporarily or permanently stabilized.
- Inspection records shall be kept in Appendix F. A sample inspection log and report is required to be submitted.

**Inspection Record Keeping -**

[ INSERT TEXT HERE ]

The inspection log and records are retained in Appendix E.

## SECTION 6: UPDATING the SWPPP

### 6.1 SWPPP Availability

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

- A copy of the SWPPP (including a copy of the permit), NOI, and CGP coverage letter from DHEC must be retained at the construction Site (or other location easily accessible during normal business hours to: DHEC, EPA, tribal or local agency approving sediment and erosion plans, grading plans, or storm water management plans; local government officials; and the Operator of a Municipal Separate Storm Sewer System (MS4) receiving discharges from the Site) from the date of commencement of construction activities to the date of final stabilization. If you have day-to-day operational control over SWPPP implementation, you must have a copy of the SWPPP available at a central location on-site for the use of all those identified as having responsibilities under the SWPPP whenever they are on the construction Site. If an on-site location is unavailable to store the SWPPP when no personnel are present, notice of the plan's location must be posted near the main entrance at the construction Site. For linear construction of roads or utilities (such as roads built by the SC Department of Transportation and utility construction including electrical power lines, gas lines, main sewer trunk lines, and water distribution lines that are not part of a development) neither of which are a part of a subdivision or other type of development projects, the updated copies of the approved SWPPP must be sent to the appropriate EQC Regional Office in situations where it is not practical to have the approved SWPPP on location. For SC Department of Transportation Projects where there is no construction trailer on Site, the SWPPP may be kept in the office of the SC DOT resident engineer.
- The following is a list of records that must be kept at your project site available for inspectors to review:
  - Copy of the signed and certified SCDHEC NOI form. A copy of the City of Greenville certification letter and storm water & sediment control certification. A copy of the letter from the SCDHEC notifying you of coverage under the CGP. See Appendix A.
  - Copy of all signed certifications for all operators on the project site. See Appendix B.
  - Copy of pre-construction meeting documents. See Appendix C.
  - Dates of construction activities, BMP installation, and temporary or final stabilization. See Appendix D.
  - Copy of all maintenance and inspection reports. See Appendix E.
  - Copy of all spill reports. See Appendix F.
  - Copies of all SWPPP update reports. See Appendix G.
  - Copy of the CGP. See Appendix I.

[ INSERT TEXT HERE ]

## 6.2 SWPPP Update Requirements

**Instructions:** **DO NOT INCLUDE !**

- The SWPPP, including the site map(s), must be amended whenever there is a change in design, construction, operation, or maintenance at the construction Site that will result in discharges that will cause, have the reasonable potential to cause, or contribute to violations to SC Water Quality Standards.
- The SWPPP must be amended if during inspections or investigations by Site staff, or by local, state, tribal or federal officials, it is determined that the SWPPP is ineffective in either eliminating, when reasonably possible, or significantly minimizing pollutants in storm water discharges from the construction Site.
- Based on the results of an inspection, the SWPPP must be modified as necessary to include additional or modified BMPs designed to correct problems identified. Revisions to the SWPPP must be completed within seven (7) calendar days following the inspection. Implementation of these additional or modified BMPs must be accomplished as described in SCR100000, Part 3.2.6, but no later than fourteen (14) calendar days. Additionally SWPPP updates shall reference the reason for the required change.
- All design modifications of the SWPPP must be made in accordance with SCR100000, Part 3.1.7.

[ INSERT TEXT HERE ]

## 6.3 SWPPP Update Communication

**Instructions:** **DO NOT INCLUDE !**

- Indicate who is responsible to communicate updates to this plan.
- Indicate to whom the updates are to be communicated to.
- Indicate who is responsible for implementation of these additional or modified BMPs.

[ INSERT TEXT HERE ]

## 6.4 SWPPP Update Record Keeping

**Instructions:** **DO NOT INCLUDE !**

- Specify how plan updates shall be documented and where these records shall be retained.
- Update records shall describe the changes and updates to the SWPPP. They should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, and updates to site maps, etc. Actions related to the findings of inspections, maintenance, or by local, state, tribal

or federal officials, should reference be specifically referenced report. They should also describe implementation actions taken; date completed, and notes the party that completed the work.

- Plan update records shall be kept in Appendix G. A sample SWPPP update log and report is required to be submitted.

[ INSERT TEXT HERE ]

The SWPPP update log and records are retained in Appendix G.

## SECTION 7: HAZARDOUS SUBSTANCE or OIL SPILL REPORTING

Where a release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117 or 40 CFR Part 302, occurs during a 24-hour period:

1. You must notify the Department's Emergency Response Section at (803) 253-6488 and the National Response Center (NRC) (800) 424-8802 in accordance with the requirements of 40 CFR Part 110, 40 CFR Part 117 and 40 CFR Part 302 as soon as Site staff have knowledge of the discharge; and
2. You must modify the SWPPP as required under Section 3.1.1 within 14 calendar days of knowledge of the release to: provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, you must review your SWPPP to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and you must modify your SWPPP where appropriate.

### 7.1 Spill Prevention and Control Plan

**Instructions:** **DO NOT INCLUDE !**

- Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.
- If you have a copy of an applicable Spill Prevention Control and Countermeasure (SPCC) Plan it should be referenced here and included in Appendix F.

[ INSERT TEXT HERE ]

### 7.2 Spill Record Keeping

**Instructions:** **DO NOT INCLUDE !**

- You shall document all spills and BMPs employed to prevent a reoccurrence of the event.
- The plan shall be updated as necessary to prevent the reoccurrence of a spill event according to the provisions of section 6 of this plan.
- Spill records shall be kept in Appendix F. A sample spill log and report is required to be submitted.

[ INSERT TEXT HERE ]



## SECTION 8: NOTICE of TERMINATION (NOT)

### 8.1 Requirements

A Notice of Termination (NOT) will be submitted after one or more of the following conditions have been met:

- A. Final stabilization has been achieved on all portions of the Site for which you are responsible;
- B. Another Operator has assumed control, according to §122.41(l)(3) of SC Regulation 61-9 (see Appendix C of SCR100000), over all areas of the Site that have not been finally stabilized;
- C. Coverage under an individual or alternative general NPDES permit has been obtained; or
- D. For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

The permittee or co-permittee will be responsible to submit the NOT. The NOT will be submitted within 30 days of one of the above conditions being met. A copy of the current NOT form is included in Appendix H. Authorization to discharge terminates at midnight of the day the NOT is signed.

### 8.2 Where to Submit

The original completed and signed NOT must be submitted, along with completed as-built certification forms, to the City of Greenville at the following address:

Environmental Engineering  
City of Greenville  
206 South Main Street  
PO Box 2207  
Greenville, SC 29602

A copy of the submitted NOT will be sent to SCDHEC by the City of Greenville, Environmental Engineering. Additionally, a copy of the submitted NOT will be kept in Appendix H.

## SECTION 9: RETENTION of RECORDS

Copies of the SWPPP and all documentation required by this CGP, including records of all data used to complete the NOI, must be retained for at least three (3) years from the date that the CGP coverage expires or is terminated. This period may be extended by written request of SC DHEC or the City of Greenville at any time.

## SECTION 10: SWPPP APPENDICES

Attach the following documentation to the SWPPP in the following appendices:

### **Appendix A – Permit Coverage**

- Submitted SC DHEC NOI (form DHEC 2617).
- Issued City of Greenville Approval Letter.
- Submitted City of Greenville Storm Water and Sediment Control Certification.
- Issued SC DHEC Letter of Coverage.
- Other applicable Permits.

### **Appendix B – Certifications**

- Preparer.
- Permittee.
- Operator.
- Inspector.

### **Appendix C – Pre-Construction Meeting**

- Agenda.
- Attendees.
- Minutes.

### **Appendix D – Construction Records**

- Current construction schedule.
- Construction Activities and Control Installation Log.

### **Appendix E – Inspection, Maintenance, and Rainfall Records**

- Inspection & Maintenance Log.
- Inspection Report.
- Maintenance Report.
- Rainfall Record

### **Appendix F – Hazardous Material or Oil Spill Records**

- Spill Report.

### **Appendix G – Update Records**

- Plan Update Log.
- Plan Update Description.

### **Appendix H – Copy of SC DHEC Notice of Termination (form DHEC 2610)**

### **Appendix I – Copy of South Carolina NPDES General Permit for Storm Water Discharges from Large and Small Construction Activities (SCR100000)**

### **Appendix J – Engineering Report**

- Site Maps.

- Site Control Plans.
- Control Details.
- Control Specifications.
- Supporting documentation and control sizing calculations.

## **Appendix A - Permit Coverage**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

Complete the included the following forms and include in this appendix:

1. Original SC NPDES NOI (form DHEC 2617). Be sure to include the required \$125.00 to SCDHEC, no other review fees apply when the project is located with the City limits.
2. City of Greenville, Storm Water and Sediment Control Certification. This must be signed by the NOI permittee.
3. When the plan is approved the City will include a copy of the transmittal letter and a copy of the City certification letter.
4. When you receive your coverage letter from SCDHEC a copy of it needs to be included in this appendix.

**When all of the above listed items are received, you have coverage under this CGP and may begin work.**

Include copies of other required permit(s) and associated special conditions.

## STORMWATER AND SEDIMENT CONTROL CERTIFICATION

General Information	
Project Name:	
Location:	

### Certification statement:

I certify that the City of Greenville may enter the property identified on the NPDES permit application for investigating and inspecting land disturbing activities at a frequency deemed necessary to carry out the duties prescribed in the current City of Greenville Ordinance.

I hereby further state that the land disturbing activity shall be accomplished pursuant to this approved Storm Water Pollution Prevention Plan (SWPPP) and that competent and responsible personnel will be assigned to the project.

I understand that failure to implement control practices according to the approved plans will result in penalties as prescribed in the ordinance and/or in a stop-work order.

Name: Permittee's name Title: Corporate title  
(Please print) (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by the City:

## **Appendix B - Certifications**

**Instructions:** **DO NOT INCLUDE !**

Primary and Secondary Permittees and all contractors whose work disturbs soils or whose work at a construction site may be necessary to implement the SWPPP must complete a certification statement. See Section 2 of the NPDES permit for specific definition of operators and required submissions with certification.

**Information in this appendix should reflect all contractors working the job site and be kept current, update as necessary.**

\*\*\*\*\*

**The preparer's certification shall be completed when the SWPPP is submitted for review.**

A SWPPP must be prepared prior to submission of an NOI as required in Part 2. At least one SWPPP must be developed for each construction project covered by this permit and a qualified individual in accordance with good engineering practices must prepare such SWPPP. For Projects that disturb more than 2 acres, the SWPPP must be prepared, amended when necessary, certified, and stamped by a qualified individual who is licensed as follows:

1. Registered professional engineers as described in Title 40, Chapter 22;
2. Registered landscape architects as described in Title 40, Chapter 28, Section 10, item (b);
3. Tier B land surveyors as described in Title 40, Chapter 22; or
4. Federal government employees as described by Title 40, Chapter 22, Section 280(A)(3).

**NOTE:** The preparer's certification shall be kept on file with all SWPPP documents!

\*\*\*\*\*

### PREPARER'S CERTIFICATION

Project:	<i>Project name</i>
Project Location:	<i>Project location (City, State)</i>
Permittee:	<i>Name (same as listed on NOI application)</i>
	<i>Company address</i>
	<i>City, State Zip</i>
Contractor:	<i>Name</i>
	<i>Company address</i>
	<i>City, State Zip</i>
Preparer:	<i>Name (same as listed on NOI application)</i>
	<i>Company address</i>
	<i>City, State Zip</i>
Phone:	<i>Company phone number</i>
Fax:	<i>Company fax number</i>

(Please print)

**Certification Statement:** I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated this information submitted. Based on my inquiry of the person or persons who manages the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have placed signature and seal below signifying that I accept responsibility for the design of the system. Further, I certify to the best of my knowledge and belief that the design is consistent with the requirements of Title 48, Chapter 14 of the Code of Laws of SC, 1976 as amended, pursuant to Regulation 72-300 et seq., and in accordance with the terms and conditions of SCR100000.

*(affix stamp here and sign for projects equal to or greater than 2 acres )*

Name:	<i>Preparer's name</i>
Company:	<i>Company name</i>
Title:	<i>Company title</i>
Signature:	
Date:	

(Please print)



**Instructions:** **DO NOT INCLUDE !**

\*\*\*\*\*

Please refer to permit part 3.2 – Requirements for Different Types of Operators.

NOTE: Each co-permittee and/or contractor shall sign a certification before starting work on the project site. All co-permittee and operator certifications shall be kept on file with SWPPP documents!

\*\*\*\*\*

## CONTRACTOR / CO-PERMITTEE CERTIFICATION

Project:	<i>Project name</i>
Project Location:	<i>Project location (City, State)</i>
Contractor:	<i>Company name</i>
Address:	<i>Company address</i>  <i>City, State</i>
Phone:	<i>Company phone number</i>
Fax:	<i>Company fax number</i>

(Please print)

### Certification Statement:

I certify by my signature below that I participated in a pre-construction conference with the individual who is responsible for the operational control of this Storm Water Pollution Prevention Plan (SWPPP). I accept the terms and conditions of this SWPPP as required by the general National Pollutant Discharge Elimination System (NPDES permit number SCR100000) issued to the Owner/Operator of the construction activity for which I have been contracted to perform construction related professional services. Further, by my signature below, I understand that I am becoming a Co-permittee with the Owner/Operator and other contractors that have become Co-permittees to the general NPDES permit issued to the Owner/Operator of the facility for which I have been contracted to perform professional construction services. As a Co-permittee, I understand that I, and my company, as the case may be, am legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the CWA and the SC Pollution Control Act, to ensure compliance with the terms and conditions of this SWPPP. I also understand that DHEC enforcement actions may be taken against any specific Co-permittee or combination of Co-permittees if the terms and conditions of this SWPPP are not met. Therefore, having understood the above information, I am signing this certification and am receiving Co-permittee status to the aforementioned general NPDES permit.

### Corporate Official's Signature:

Name: *Name* Title: *Corporate title*  
(Please print) (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory requirements per §122.22 of South Carolina Regulation 61-9.

### CONTRACTOR / OPERATOR CERTIFICATION

Project:	<i>Project name</i>
Project Location:	<i>Project location (City, State)</i>
Contractor:	<i>Company name</i>
Address:	<i>Company address</i>  <i>City, State</i>
Phone:	<i>Company phone number</i>
Fax:	<i>Company fax number</i>

(Please print)

#### **Certification Statement:**

I certify by my signature below that I participated in a pre-construction conference with the individual who is responsible for the operational control of this Storm Water Pollution Prevention Plan (SWPPP). I understand the terms and conditions of this SWPPP as required by the general National Pollutant Discharge Elimination System Permit (NPDES permit number SCR100000) issued to the Owner/Operator of the construction activity for which I have been contracted to perform construction related professional services. I understand that I, and my company, as the case may be, may be legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the CWA and the SC Pollution Control Act, to ensure compliance with the terms and conditions of this SWPPP.

#### **Corporate Official's Signature:**

Name: *Name* Title: *Corporate title*  
(Please print) (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory requirements per §122.22 of South Carolina Regulation 61-9.

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

\*\*\*\*\*

Inspections must be conducted by qualified personnel (provided by the Operator or cooperatively by multiple Operators). For Projects that disturb more than 2 acres, “Qualified personnel” means a person knowledgeable in the principles and practice of erosion and sediment controls who possesses the skills to assess conditions at the construction Site that could impact storm water quality and to assess the effectiveness of any sediment and erosion control measures selected to control the quality of storm water discharges from the construction activity. This person must be either the preparer of the SWPPP or an individual who is under the direct supervision of the preparer of the approved SWPPP and who meets the requirements in this paragraph or an individual who has been certified through a Construction Site Inspector Certification Course (CEPSCI – Certified Erosion Prevention and Sediment Control Inspector Program) that has been approved by DHEC. Inspections may also be conducted by a person with a registration equivalent to the registration of the preparer of the SWPPP and who meets the qualifications of this paragraph or an individual who is under the direct supervision of the person with an equivalent registration and who meets the requirements in this paragraph. For Projects that disturb 2 acres or less, the permittee or his designee may perform these inspections provided the preparer of the SWPPP or someone with a registration equivalent to that of the preparer of the SWPPP explains the SWPPP including implementation along with the inspection requirements to the person who will be conducting the inspections.

NOTE: Each inspector shall sign a certification before starting any inspections of the project site. All inspector certifications shall be kept on file with SWPPP documents!

\*\*\*\*\*

Project:	<i>Project name</i>
Project Location:	<i>Project location (City, State)</i>
Contractor:	<i>Inspection company name</i>
Address:	<i>Inspection company address</i>  <i>City, State</i>
Phone:	<i>Inspection company phone number</i>
Fax:	<i>Inspection company fax number</i>

**Certification Statement:**

**Inspector's Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Greenville SWPPP Template  
1/14/13

## **Appendix C - Pre-Construction Meeting**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

Include the agenda of SWPPP topics covered, list of attendees, and meeting minutes taken that include questions and answers.

**A pre-construction meeting is a requirement for this CGP! A copy of this documentation should be kept in this appendix.**

## **Appendix D - Construction Records**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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During the construction of the project a log should be kept that document the specific activities, relative to this plan, that happen on the site. This should include when BMPs (controls) are installed and when construction of facilities.

A current construction schedule should be included in this appendix.

**Information in this appendix should reflect the current accomplishments and schedule for the job site and be updated as necessary.**

**CONSTRUCTION ACTIVITIES / EROSION & SEDIMENT CONTROLS INSTALLATION  
LOG**

Start Date	Completion Date	Construction Activity <i>or</i> E&SC Controls Installed	Operator



## **Appendix E – Inspection, Maintenance, and Rainfall Records**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

Inspections must be conducted by qualified personnel (provided by the Operator or cooperatively by multiple Operators). For Projects that disturb more than 2 acres, “Qualified personnel” means a person knowledgeable in the principles and practice of erosion and sediment controls who possesses the skills to assess conditions at the construction Site that could impact storm water quality and to assess the effectiveness of any sediment and erosion control measures selected to control the quality of storm water discharges from the construction activity. This person must be either the preparer of the SWPPP or an individual who is under the direct supervision of the preparer of the approved SWPPP and who meets the requirements in this paragraph or an individual who has been certified through a Construction Site Inspector Certification Course (CEPSCI - Certified Erosion Prevention and Sediment Control Inspector Program) that has been approved by DHEC. Inspections may also be conducted by a person with a registration equivalent to the registration of the preparer of the SWPPP and who meets the qualifications of this paragraph or an individual who is under the direct supervision of the person with an equivalent registration and who meets the requirements in this paragraph. For Projects that disturb 2 acres or less, the permittee or his designee may perform these inspections provided the preparer of the SWPPP or someone with a registration equivalent to that of the preparer of the SWPPP explains the SWPPP including implementation along with the inspection requirements to the person who will be conducting the inspections.

### *Using the Inspection Report*

This inspection report is designed to be customized according to the BMPs and conditions at your site. For ease of use, you should take a copy of your site plan and number all of the storm water BMPs and areas of your site that will be inspected. A brief description of the BMP or area should then be listed in the site-specific section of the inspection report. For example, specific structural BMPs such as construction site entrances, sediment ponds, or specific areas with silt fence (e.g., silt fence along Main Street; silt fence along slope in NW corner, etc.) should be numbered and listed. You should also number specific non-structural BMPs or areas that will be inspected (such as trash areas, material storage areas, temporary sanitary waste areas, etc).

You can complete the items in the “General Information” section that will remain constant, such as the project name, SC NPDES tracking number, and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.

When conducting the inspection, walk the site by following your site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been

addressed (customize this list according to the conditions at your site). Note any required corrective actions and the date and responsible person for the correction.

NOTE: The inspection and maintenance log is designed to assist with required monthly reporting. Additionally the individual inspection and maintenance reports can be numbered and crossed referenced to this log. The maintenance reports are designed to not only describe the maintenance activity but reference the specific inspection comment. It is highly recommended that if maintenance is requested by an inspection that the actual maintenance work be referenced to that inspection comment.

Information in this appendix should reflect all the inspections conducted, maintenance performed on job site, and be updated as necessary.

## CONSTRUCTION INSPECTION & MAINTENANCE LOG

Date	Activity	Description	(1) Report No.
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
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	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	
	<input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance	By: _____	

## CONSTRUCTION SITE INSPECTION REPORT

General Information				
<b>Project Name:</b>				
<b>Location:</b>				
<b>SC NPDES Tracking No.</b>		(1)	<b>Report No.</b>	
<b>Date of Inspection:</b>		<b>Start / End Time:</b>		
<b>Inspector's Name(s):</b>				
<b>Inspector's Title(s):</b>				
<b>Inspector's Contact Information:</b>				
<b>Describe present phase of construction:</b>				
<b>Type of Inspection:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event				
Weather Information				
<b>Has it rained since the last inspection?</b> <div style="text-align: right; padding-right: 50px;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div>				
<b>If yes, provide:</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Storm Start Date &amp; Time:</b></span> <span><b>Storm Duration (hrs):</b></span> <span><b>Approximate Rainfall (in):</b></span> </div>				
<b>Weather at time of this inspection?</b>				
Discharge Information (A)				
<b>Do you suspect that discharges may have occurred since the last inspection?</b> <div style="text-align: right; padding-right: 50px;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div>				
<b>Are there any discharges at the time of inspection?</b> <div style="text-align: right; padding-right: 50px;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</div>				
<b>Describe location of any discharges from the site:</b>				

### Site-specific BMPs

Number the structural and non-structural BMPs identified in your SWPPP on your site map and list them below (add as many BMPs as necessary). Carry a copy of this numbered site map with you during your inspections. This list will help ensure that you are inspecting all required BMPs at your site. Customize this section as needed.

(B)	BMP Description	BMP Installed and Operating Properly?	Corrective Action Needed	Date for corrective action / responsible party
1		<input type="checkbox"/> Yes <input type="checkbox"/> No		
2		<input type="checkbox"/> Yes <input type="checkbox"/> No		
3		<input type="checkbox"/> Yes <input type="checkbox"/> No		
4		<input type="checkbox"/> Yes <input type="checkbox"/> No		
5		<input type="checkbox"/> Yes <input type="checkbox"/> No		
6		<input type="checkbox"/> Yes <input type="checkbox"/> No		
7		<input type="checkbox"/> Yes <input type="checkbox"/> No		
8		<input type="checkbox"/> Yes <input type="checkbox"/> No		
9		<input type="checkbox"/> Yes <input type="checkbox"/> No		
10		<input type="checkbox"/> Yes <input type="checkbox"/> No		
11		<input type="checkbox"/> Yes <input type="checkbox"/> No		
12		<input type="checkbox"/> Yes <input type="checkbox"/> No		
13		<input type="checkbox"/> Yes <input type="checkbox"/> No		
14		<input type="checkbox"/> Yes <input type="checkbox"/> No		
15		<input type="checkbox"/> Yes <input type="checkbox"/> No		
16		<input type="checkbox"/> Yes <input type="checkbox"/> No		
17		<input type="checkbox"/> Yes <input type="checkbox"/> No		
18		<input type="checkbox"/> Yes <input type="checkbox"/> No		
19		<input type="checkbox"/> Yes <input type="checkbox"/> No		
20		<input type="checkbox"/> Yes <input type="checkbox"/> No		
21		<input type="checkbox"/> Yes <input type="checkbox"/> No		
22		<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Overall Site Issues

Below are some general site issues that should be assessed during inspections. Please customize this list as needed for conditions at your site.

(C)	BMP/activity	Implemented?	Maintained?	Corrective Action	Date for corrective action/responsible person
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Are discharge points and receiving waters free of sediment deposits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	Is there evidence of sediment being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

(C)	BMP/activity	Implemented?	Maintained?	Corrective Action	Date for corrective action/responsible person
10	Are materials that are potential storm water contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
11	Are non-storm water discharges (e.g., wash water, dewatering) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13	(Other)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### General Inspection Comments and Explanation

Below is space for general inspection comments and corrective action details. This area is to support the previous inspection items. Include other supportive and descriptive information as needed. Please customize this list as needed for conditions at your site.

General Inspection Comments (D)
<b>Is other descriptive information attached to this inspection report?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Plan Information (E)	
Were all current plan BMPs in place at the time of inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are additional BMPs required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the plan need to be updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explanation of additional BMP and Plan update requirements:	

**Certification statement:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

(CEPSCI certification #)

Signatory requirements per §122.22 of South Carolina Regulation 61-9.



## CONSTRUCTION SITE MAINTENANCE REPORT

General Information				
Project Name:				
Location:				
SC NPDES Tracking No.		(1) Report No.		
Date of Maintenance:		Start / End Time:		
Describe present phase of construction:				
Type of Maintenance: <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> Post-storm event <input type="checkbox"/> Plan Update				
Maintenance Information				
Inspection Report Reference (No., Item)	Maintenance performed:			
Performed by:				
Inspection Report Reference (No., Item)	Maintenance performed:			
Performed by:				
Inspection Report Reference (No., Item)	Maintenance performed:			
Performed by:				
Inspection Report Reference (No., Item)	Maintenance performed:			
Performed by:				
Inspection Report Reference (No., Item)	Maintenance performed:			
Performed by:				

<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	

<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	
<b>Inspection Report Reference (No., Item)</b>	Maintenance performed:
Performed by:	

**Certification statement:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory requirements per §122.22 of South Carolina Regulation 61-9.

## RAINFALL RECORD

[illegible][illegible]

## **Appendix F - Hazardous Material or Oil Spill Records**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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You must prevent or minimize the discharge of hazardous substances or oil in storm water discharges from the construction Site in accordance with the SWPPP. This CGP does not relieve you of the federal reporting requirements of 40 CFR Part 110, 40 CFR Part 117 and 40 CFR Part 302 relating to spills or other releases of oils or hazardous substances.

Where a release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117 or 40 CFR Part 302, occurs during a 24-hour period:

1. You must notify the Department's Emergency Response Section at (803) 253-6488 and the National Response Center (NRC) (800) 424-8802 in accordance with the requirements of 40 CFR Part 110, 40 CFR Part 117 and 40 CFR Part 302 as soon as Site staff have knowledge of the discharge; and
2. You must modify the SWPPP as required under Section 6 within 14 calendar days of knowledge of the release to: provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, you must review your SWPPP to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and you must modify your SWPPP where appropriate.

If you have a copy of an applicable Spill Prevention Control and Countermeasure (SPCC) Plan it should be included here.

**Information in this appendix should reflect all the spill events that occurred on the job site, and be updated as necessary.**

## HAZARDOUS SUBSTANCE/OIL SPILL DISCHARGE EVENT

General Information			
Project Name:			
Location:			
SC NPDES Tracking No.		(2) Discharge Report No.	
Date of Event:		Time of Event:	
Responsible Party:			
Substance Discharged:			
Description of Event			
Is other descriptive information attached to this inspection report?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Control and Containment Measures Implemented			
Counter Measures Proposed			

<b>Does the SWPPP need to be updated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Explanation of additional BMP and SWPPP update requirements:</b>          

**Certification statement:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_  
(Please print preparer's name)

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory requirements per §122.22 of South Carolina Regulation 61-9

## **Appendix G - Update Records**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

The SWPPP, including the site map(s), must be amended whenever there is a change in design, construction, operation, or maintenance at the construction Site that will result in discharges that will cause, have the reasonable potential to cause, or contribute to violations of SC Water Quality Standards.

The SWPPP must be amended if during inspections or investigations by Site staff, or by local, state, tribal or federal officials, it is determined that the SWPPP is ineffective in either eliminating, when reasonably possible, or significantly minimizing pollutants in storm water discharges from the construction Site.

Based on the results of an inspection, the SWPPP must be modified as necessary to include additional or modified BMPs designed to correct problems identified. Revisions to the SWPPP must be completed within seven (7) calendar days following the inspection. Implementation of these additional or modified BMPs must be accomplished as described in SCR 100000, Part 3.6.B.

All design modifications of the SWPPP must be made in accordance with SCR 100000, Part 3.1.A.

**Information in this appendix should reflect all the plan revisions for the job site and be updated as necessary.**



### PLAN UPDATE LOG

<b>Revision No.</b>	Description -
Section :	
By :	Date of Revision : <input type="text"/>
<b>Revision No.</b>	Description -
Section :	
By :	Date of Revision : <input type="text"/>
<b>Revision No.</b>	Description -
Section :	
By :	Date of Revision : <input type="text"/>
<b>Revision No.</b>	Description -
Section :	
By :	Date of Revision : <input type="text"/>
<b>Revision No.</b>	Description -
Section :	
By :	Date of Revision : <input type="text"/>

### PLAN UPDATE DESCRIPTION

General Information			
Project Name:			
Location:			
SC NPDES Tracking No.		Revision No.	
Section:		Date:	
Description of Revision			
Reason for Revision			
Revision Requested By: <input type="checkbox"/> Inspection <input type="checkbox"/> Maintenance <input type="checkbox"/> Agency Inspection <input type="checkbox"/> Other: _____			

#### **Certification statement:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_  
(Please print preparer's name)

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory requirements per §122.22 of South Carolina Regulation 61-9

## Appendix H - SC DHEC Notice of Termination (NOT)

(form DHEC 2610)

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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**Insert a copy of SC DHEC Notice of Termination (NOT), form DHEC 2610.** This form is required to be submitted when you have met the final stabilization requirements of the permit.

You may only submit a Notice of Termination (NOT) after one or more of the following conditions have been met:

- A. Final stabilization has been achieved on all portions of the Site for which you are responsible;
- B. Another Operator has assumed control, according to §122.41(l)(3) of SC Regulation 61-9 (see Appendix C of this permit), over all areas of the Site that have not been finally stabilized;
- C. Coverage under an individual or alternative general NPDES permit has been obtained; or
- D. For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.

The NOT must be submitted within 30 days of one of the above conditions being met. Authorization to discharge terminates at midnight of the day the NOT is signed.

### **“Final Stabilization” means that:**

- 1. All soil disturbing activities at the Site have been completed and either of the two following criteria are met:
  - a. A uniform (e.g., evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures; or
  - b. Equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.
- 2. When background native vegetation or other appropriate vegetation will cover less than 100 percent of the ground (e.g., arid areas, beaches), the 70 percent coverage criteria is adjusted as follows: if the native vegetation or other appropriate vegetation covers 50 percent of the ground, 70 percent of 50 percent ( $0.70 \times 0.50 = 0.35$ ) would require 35 percent total cover for final stabilization. On a beach with no natural vegetation, no stabilization is required.
- 3. For individual lots in residential construction, final stabilization means that either:
  - a. The homebuilder has completed final stabilization as specified above; or
  - b. The homebuilder has established temporary stabilization including perimeter controls for an individual lot prior to occupation of the home by the homeowner and informing the homeowner of the need for, and benefits of, final stabilization.

4. For construction Projects on land used for agricultural purposes (e.g., pipelines across crop or range land, staging areas for highway construction, etc.), final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to “Surface Waters of the State,” and areas which are not being returned to their preconstruction agricultural use must meet the final stabilization criteria (1) or (2) or (3) above.

**NOTE:**

When the Notice of Termination is submitted, it must contain a signed statement by the preparer of the SWPPP or a person with a registration equivalent to that of the preparer of the SWPPP that all work was completed to the best of his or her knowledge and belief in accordance with the approved SWPPP and this CGP. For Projects disturbing more than 2 acres, the certifying person’s knowledge and belief must be based on the results of the periodic inspections conducted by the preparer of the SWPPP (or a person with an equivalent registration) or by a qualified individual under his or her direct supervision in accordance with this CGP or by an individual certified through a Construction Site Inspector Certification Course (CEPSCI - Certified Erosion Prevention and Sediment Control Inspector Program) that has been approved by DHEC.

## **Appendix I - SC NPDES Construction Permit (SCR100000)**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
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**Insert a copy of Copy of South Carolina NPDES General Permit for Storm Water Discharges from Large and Small Construction Activities (SCR100000).** This copy should be referred to when question arise about the plan and requirements of the CGP.

## **Appendix J – Engineering Report and Maps**

<b>Instructions:</b>	<b>DO NOT INCLUDE !</b>
----------------------	-------------------------

Include all documentation, diagrams, figures, charts, and supporting calculations used to develop this plan.

Include a map showing the limits of disturbed area that corresponds with the disturbed acreage indicated by the NOI.

Include a USGS topographic map for the project area.

Include a location map for the project area.

Include a soils map for the project area.

Include plans showing the project and its phases. One plan sheet should be created for each per phase. Plans should delineate the location of the controls with detail callouts.

Include specific BMP details (not included on plan detail sheets). Please note that details called out by reference are a good way to reduce and simplify plans.

Include specific BMP specifications.